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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE  
BUDGET DIVISION  
MELISSA HENSON, DIRECTOR  
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**Dear Township Trustees:**

**With so many changes in township budget requirements during the last four years, the Department of Local Government Finance has reissued the Township Trustee Budget Manual. The Township Budget Manual should provide you with a general overview of the local budget process. The manual covers topics such as excessive levy appeal procedures, preparation of budget forms, additional appropriation requirements and other functions of the township trustee.**

**The duties assigned to the township trustee are numerous and the responsibilities are broad. Our goal is to increase your understanding of the local government budget process by providing a reference tool that describes how that process relates to the property tax system.**

**The Department of Local Government Finance wishes you success as you carry out the township duties required by law.**

**Thank you,**

**Melissa Henson, Director**

**Paige Gilpin, Assistant Director**

